

**Response to Request for Information  
By The  
Michigan Department of Technology, Management and Budget  
Pertaining To  
Future Provision of ATM Services in State Office Buildings of the Greater  
Lansing, Michigan Area**

**(SR #2012-0266)  
April 5, 2013**

The Michigan Department of Technology, Management and Budget (DTMB) Real Estate Division (RED) seeks input from leading financial institutions serving the Lansing area concerning the future provision of Automatic Teller Machine (ATM) services in selected Lansing-area State of Michigan office buildings.

Beginning on the next page is a set of specific inquiries for Qualified Financial Institutions which may be interested in operating ATMs in State office buildings. Please respond to each item in detail and continue on additional pages you may attach to this form as necessary. This page should serve as the front or cover page to your submission. Respondents will be automatically registered to receive direct notice of the formal RFP when it is issued.

Responses may be mailed to Attn: ATM RFI Project Manager, DTMB Real Estate Division, P.O. Box 30026, Lansing, MI 48909 and/or e-mailed as a .PDF document to [dtmb-realestate@michigan.gov](mailto:dtmb-realestate@michigan.gov). **Please submit your written responses to this RFI by Friday, May 3, 2013 at 5:00 p.m. (EST). Please also supply the following information (legibly printed!) about your bank or credit union.**

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Complete Name of Bank or Credit Union

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Complete Mailing Address

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Name and Title of person to whom notice of an RFP should be sent when issued

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e-mail address to which an RFP notice should be sent

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Name and Title of person submitting this response

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Signature

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Date

A. What data transmission capabilities do your ATMs require of their host buildings?

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B. What are the outside dimensions and weight of your ATMs? (if multiple models are likely for use in State Office buildings, please give specs for each model.)

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C. Do you have interest in placing ATMs in other State of Michigan facilities? If so, please list them by building name and or address.

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D. When is the estimated soonest date that your bank or credit union may be prepared to enter into a lease with the State for ATM space and what special conditions (if any) would need to be met in order for that to happen?

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E. Please advise if there are additional evaluation criteria that your bank or credit Union would like the State to consider (or not consider) in awarding a Lease to a winning bidder and why.

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F. What average daily, weekly or monthly number of ATM transactions represents the “break-even” point for your Lansing area ATMs? In other words, how many ATM transactions in a given time frame are needed (on average) to make that site a viable ATM site for your bank or credit union?

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G. What physical office building characteristics make for an ideal ATM site?

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H. Which of the following rent formulas would be preferred by your bank or credit union:

- (1) A flat rent rate per ATM site per month.
- (2) A rent rate based on the number of ATM transactions completed each month at all ATM sited covered by the Lease. (This method would require transaction count data sharing with the State as the Lessor.)
- (3) Other?

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I. Please elaborate on what makes Lansing-area State of Michigan employees and their workplace guests attractive (or challenging) as a potential client group to your bank or credit union?

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J. Please provide any constructive feedback you may have on any part of this Request For Information or on the State's general approach to securing the most optimal ATM services for its personnel and guests in State office buildings.

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FOR DTMB/RED use only: \_\_\_\_\_